

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant Facilities Maintenance Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, organizes, and directs the operation, maintenance, repair, and renovations for public buildings, and facilities throughout the city. Assists in developing and meeting the goals and objectives of the annual budget, and provides leadership to staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|---------------------------|---|---|
| 1 | L | Plans and directs the renovation and repair of public buildings by coordinating projects with municipal customers, explaining the scope of the work and impact to the customer, scheduling contractor activities, attending weekly meetings with management to update and review projects, and contacting supervisors regarding special events. |
| 2 | S | Assists in the formulation and maintenance of the goals and objectives of the annual budget by working with managers to develop methods for accomplishing goals, and providing information about the impact of a new facility or renovation on the existing city budget. |
| 3 | S | Manages staff by reviewing and submitting performance evaluations, meeting with supervisors to review employee concerns, and facilitating resolution of issues between supervisor and employee. |
| 4 | M | Performs building inspections and provides guidance regarding cleaning and security by evaluating building conditions and recommending scheduled repair or replacement, coordinating repairs with other departments, meeting with security and custodial managers to review service and customer satisfaction, and meeting with special customer groups to review concerns and implement corrective measures. |

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Three years experience. |
| Certifications and Other Requirements | Valid Driver's License |
| Reading | Work requires the ability to read policies, plans, manuals, contracts, memorandum, reports, and general correspondence. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebra. |
| Writing | Work requires the ability to write evaluations, various reports, plans, memorandum, letters, and general correspondence. |
| Managerial | Managerial responsibilities include directing staff members, scheduling workloads, and managing all aspects of the operation, maintenance, repair, renovation, security, and alternation of public buildings. |
| Budget Responsibility | Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures. |
| Supervisory / Organizational Control | Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|--|---|--|---|--|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Copier, fax machine, presentations, inspections |
| Sitting | F | Computer, desk work, meetings, driving |
| Walking | F | Inter-office, to/from meetings, inspections |
| Lifting | R | Office supplies, files, reports |
| Carrying | R | Office supplies, files, reports |
| Pushing/Pulling | R | File cabinet drawers, chairs |
| Reaching | O | Office supplies, reports, telephone |
| Handling | O | Office supplies, records, reports |
| Fine Dexterity | F | Computer keyboard, calculator, writing, telephone keypad |
| Kneeling | R | Inspections |
| Crouching | R | Filing in cabinet drawers |
| Crawling | R | Inspections |
| Bending | O | Picking up supplies, inspections |
| Twisting | O | Inspections, to/from computer, desk, and telephone |
| Climbing | R | Stairs |
| Balancing | R | On stairs |
| Vision | C | Computer monitor, reading, writing, supervision of staff, driving, inspections |
| Hearing | C | Communicating with personnel and general public, meetings, inspections |
| Talking | F | Communicating with personnel and general public, meetings, inspections |
| Foot Controls | O | Driving |
| Other (specify) | N | |

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, general office supplies, vehicle, computer, laptop, printer, standard Windows and Office software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | PRIMARY WORK LOCATION | |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards | M | Dirt and Dust | M | Office Environment | X |
| Chemical Hazards | M | Extreme Temperatures | M | Warehouse | -- |
| Electrical Hazards | M | Noise and Vibration | M | Shop | -- |
| Fire Hazards | N | Fumes and Odors | M | Vehicle | -- |
| Explosives | N | Wetness/Humidity | M | Outdoors | -- |
| Communicable Diseases | N | Darkness or Poor Lighting | N | Other (see 2 below) | -- |
| Physical Danger or Abuse | N | | | | |
| Other (see 1 below) | N | | | | |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)